

## EDITED TASK LISTING

### CLASS: FOOD MANAGER (CORRECTIONAL FACILITY)

*NOTE: Each position within this classification may perform some or all of these tasks.*

Task #	Task
1.	Plans all food service activities in a Youth Correctional Facility in order to ensure ward population is fed adequate and nutritious meals utilizing RDA nutritional standards for high school students as required by the National School Lunch and Breakfast Program on a daily basis.
2.	Directs all food service activities in a Youth Correctional Facility in order to ensure ward population is fed adequate and nutritious meals utilizing RDA nutritional standards for high school students as required by the National School Lunch and Breakfast Program on a daily basis.
3.	Coordinates all food service activities in a Youth Correctional Facility in order to ensure ward population is fed adequate and nutritious meals utilizing RDA nutritional standards for high school students as required by the National School Lunch and Breakfast Program on a daily basis.
4.	Develops, interprets and applies procedures (e.g. Youth Administrative Manual (YAM), Facility Food Service Operation Manual, California Retail Food Code, etc.) in order to comply with standards and policies governing the service and sanitation of the Food Service Department utilizing copies of the various regulations as needed.
5.	Manages food service staff and ward workers in food service areas to provide information, guidance, work assignments in the feeding of the ward population and staff utilizing government laws, rules and regulations (e.g., State Personnel Board (SPB) guidelines, Department of Personnel Administration (DPA), Equal Employment Opportunity (EEO), Memorandum of Understanding (MOU), California Code of Regulations - Title 15, etc.) on a continuous basis.
6.	Develop, train and monitor food service staff and ward workers in the preparation, cooking, and dispensing of food in order to provide meals for the ward population and staff utilizing personal experience, On the Job Training (OJT), Hazard Analysis Critical Control Points (HACCP) guidelines, policies and procedures, etc. on a continuous basis.
7.	<b>Monitor food, supplies, and equipment purchasing in order to ensure adequate inventories are on hand for emergencies (e.g., power outages, lockdown, riots, floods, community emergencies, etc.) using contingency plans, current inventories, food service budget, etc. as required by YAM, State Administrative Manual (SAM), and Office of Procurement.</b>

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<b>8.</b>	Evaluates and/or reviews the performance of food service staff to ensure that performance standards are met by providing recommendations for improvement, providing feedback regarding performance, etc. utilizing CCR-Title 15, Individual Development Plans, Probationary Reports, work performance evaluations, SPB and DPA guidelines, MOUs, YAM, etc. on a continuous basis.
<b>9.</b>	Initiates the Progressive Discipline process to correct/improve food service staff performance/behavior or address issues of substandard performance by taking appropriate personnel action (e.g., formal/informal counseling, Employee Assistance Program, letter of instruction, and/or recommend further action, etc.) utilizing CCR-Title 15, Individual Development Plans, Probationary Reports, SPB and DPA guidelines, MOUs, YAM, etc. on a continuous basis.
<b>10.</b>	Manages and monitors the food service staff and ward workers in the preparation, cooking and distribution of food for various dining facilities to provide a nutritionally adequate diet for the wards and staff following the guidelines of the National School Lunch and Breakfast Programs, HACCP guidelines, standardized recipes, Recommended Dietary Allowances (RDA), food distribution sheets, food production worksheet, delivery schedules, etc. on a continuous basis.
<b>11.</b>	Manages and monitors the food service staff and ward workers in cleaning and sanitizing cooking utensils, equipment, and work areas in order to keep the food service area (e.g., dining room, storage room, bakery, meat cutting area, scullery area, food preparation area, etc.) sanitary and orderly, utilizing cleaning supplies, and following rules and regulations (e.g., California Retail Food Code, HACCP, MSDS), etc. on a continuous basis.
<b>12.</b>	Monitor all food service and scheduled safety and sanitation inspections by reviewing reports and logs and maintain documentation on work orders and repairs to ensure a safe working environment on a daily basis.
<b>13.</b>	Monitor accidents of the staff and wards to produce a safe working environment (e.g., Environment Health Survey Report, inspections, work orders, etc.) and report to the Health and Safety Officer all accidents or injuries.

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<b>Task #</b>	<b>Task</b>
<b>14.</b>	<b>Monitor the maintenance of culinary equipment (e.g., sinks, steam kettles, serving lines, dishwashers, etc.) in all food service work areas in order to ensure safety of staff and wards using standard regulations (e.g., Hazard Analysis Critical Control Point and Environmental Health guidelines, California Retail Food Code, etc.) proper documentation is kept, and equipment stays in service using work orders, environmental health guidelines, scheduled inspections, IIPP guidelines as needed.</b>
<b>15.</b>	<b>Develops and monitors safe food handling practices (e.g., proper hand washing, time/temperature, label/date, cross contamination, etc.) as mandated by rules, regulations and procedures (e.g., California Retail Food Code, HACCP, etc.) in order to prevent foodborne illness or death of staff and/or the ward population on a continuous basis.</b>
<b>16.</b>	<b>Manages and monitors the requisition of food, supplies and equipment from the institutional warehouse in a timely manner and in the proper quantities to ensure adequate stock of food, supplies and equipment are on hand utilizing communication, personal computers, menus, forms, inventory and population projections, etc. on a daily basis as needed.</b>
<b>17.</b>	<b>Manages and monitors the ordering of food, equipment and supplies from private vendors, state agencies, and USDA in a timely manner to feed the wards and staff utilizing purchase orders, State Contracts, Delegated Purchases, Prime Vendors, Schedule 9, SAM, YAM, telephone communication, etc. as necessary.</b>
<b>18.</b>	<b>Manages and monitors the receiving, inspecting and storing of food, equipment and supplies to ensure quality, quantity, proper storage and proper temperatures utilizing State Contracts, Purchase Orders, SAM, YAM, HACCP guidelines, Stock Received Report (SRR), etc. as necessary.</b>
<b>19.</b>	<b>Manages and monitors the inventory of various supplies (e.g., food, chemicals, cleaning supplies, paper products, etc.) in order to ensure that supplies are within code, undamaged, non-infested, adequate storage temperature, etc. utilizing vector control log, communication, Departmental policies and procedures, laws, rules, regulations (e.g., California Retail Food Code, etc.) on a continuous basis.</b>
<b>20.</b>	<b>Develop menu/recipe substitutions in order to modify the standardized menu when necessary to ensure a nutritionally balanced/adequate diet for the ward population utilizing inventories on hand, standardized recipes and telephone communications, etc. as needed.</b>

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21.	Plan menus for special holidays and other situations not covered by the standardized menu in order to provide palatable and adequate meals for the wards affected by these situations using knowledge of available resources and equipment, knowledge of local preferences and religious diet specifications as needed.
22.	Review written documents and reports (e.g., employee work schedules, safety and sanitation inspection reports, performance reports, accident/injury reports, etc.) to ensure compliance with MOUs, SAM, YAM, CCR-Title 15, etc. utilizing personal computers, forms, departmental policies and procedures, etc., as required.
23.	Submit reports (e.g. Monthly Record Of Meals Served Report, Monthly Inventory Report, Quarterly Food Report, etc.) to management in order to receive reimbursable money from the National School Breakfast/Lunch Program and accountability.
24.	<b>Assumes the duties of the Program Administrator of Business Services in their absence in order to ensure the continuous operation of Business Services utilizing CCR-Title 15, SAM, YAM, rules and regulations, SPB, DPA guidelines, MOUs, etc. as needed.</b>
25.	Oversee the conduct of wards in conjunction with institutional staff in order to ensure the safety and security of the institution and the general public, and to prevent escapes and/or injury to themselves or others, using personal awareness, training, institutional work programs, personal alarm locating system (PALS), tool control, etc. as required by DOM.
26.	<b>Monitor staff and wards in order to ensure personal hygiene standards and dress code (e.g., grooming, cleanliness, etc.) have been met utilizing effective communication, basic supervision, personal observation skills, California Retail Food Code and MOUs on a continuous basis.</b>
27.	<b>Maintain security of work areas, equipment and supplies (i.e. computers, copy machines, telephones, paperwork, files) in order to maintain confidentiality of personal information, control ward access to communication devices, prevent escapes, fraud, use of keys, tool control, passwords, locked file cabinets, as required by the Information Security Act and YAM.</b>
28.	Develop training for staff and wards in the cleaning and sanitizing of cooking utensils, equipment, and work areas sanitary and orderly, etc., utilizing personal computers, training aids, laws, rules and regulations (e.g., California Retail Food Code, HACCP, MSDS), etc. as required.
29.	Implement the training of staff and wards in the cleaning and sanitizing of cooking utensils, equipment, and work areas sanitary and orderly, etc., utilizing training aids, handouts, OJT, etc. as required.

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30.	Monitor the training of staff and wards in the cleaning and sanitizing of cooking utensils, equipment, and work areas sanitary and orderly, etc., utilizing visual inspections, laws, rules and regulations (e.g., California Retail Food Code, HACCP, MSDS), etc. as required.
31.	Develop the training of staff and wards in the prevention of accidents and injuries in the food service department in order to create a safe work environment by utilizing formal/informal training and through direct observation as required by rules, regulations and procedures on a continual basis.
32.	Train, supervise, and monitor staff in the training of others in the implementation of safe food handling practices (e.g., proper hand washing, time/temperature, label/date, cross contamination, etc.) as mandated by rules, regulations and procedures (e.g., California Retail Food Code, HACCP, ServSafe, etc.) in order to prevent foodborne illness or death of staff and/or the ward population as required on a continual basis.
33.	Train and monitor staff in the proper completion of required ward paperwork (e.g., timecards, evaluations, discipline reports, etc.) in order to document hours worked and work performance utilizing formal/informal training, personal computers, standard forms, etc. on a continual basis.
34.	<b>Monitor tool, key, and lock control to prevent physical assaults that may result in injury or death and to prevent wards access to unauthorized areas utilizing the "chit" system, tool log, missing tool report, correctional awareness, etc. as necessary to maintain compliance with departmental rules, regulations, and procedures.</b>
35.	Manage staff in the serving of food to wards and staff in order to provide correct portions and quality meals utilizing formal/informal training of safe food practices, standardized serving portions, various specialized equipment and cooking utensils on a continual basis.
36.	<b>Monitor staff in the preparation of materials for recycling (e.g., cans, plastic bottles, cardboard, grease, etc.) in order to support the department's recyclable program utilizing PPE, sorting bins, barrels, water, etc. as required.</b>
37.	<b>Recruit and hire staff in the food service department in order to maintain operational efficiency, utilizing candidate eligibility lists, state applications, interviewing techniques, job descriptions and standardized questions as needed.</b>
38.	<b>Manage the National School Lunch and Breakfast Programs in order to maintain compliance utilizing the RDA nutritional standards for high school students and daily count records daily.</b>

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39.	Respond and review in writing within designated timeframes to ward grievances in order to resolve complaints and ensure compliance with YAM, CCR-Title 15, etc. utilizing standardized forms, formal/informal training, and communication techniques, as needed.
40.	<b>Manage staff in the disposal of kitchen waste to maintain facility security and sanitary conditions utilizing departmental procedures, health and safety regulations (i.e. California Retail Food Code and HACCP) as required.</b>
<b>The following tasks were identified from the statewide food service survey</b>	
41.	<b>Monitor, review, and communicate with staff members to ensure that personal conflicts are properly resolved by utilizing Family Medical Leave Act, Employee Assistance Program, Catastrophic Time Banks, etc. as necessary.</b>
42.	<b>Reviews and monitors the ward progressive discipline process performed by food service staff by approving/denying disciplinary recommendations utilizing CCR-Title 15, formal/informal training, communication, etc., as necessary.</b>
43.	<b>Communicate with various facility personnel (e.g., supervisors, housing unit officers, counselor's, etc.) to ensure an accurate exchange of information regarding ward behavior, attitude, and attendance etc., utilizing telephones, written reports, personal computers, and verbal communication on a continual basis.</b>
44.	Monitors food service area gates and doors, to prevent escape, food theft and physical assaults that may result in injury or death and to prevent ward access to unauthorized areas by securing all locks and keys, maintaining direct sight supervision, applying correctional awareness, etc. as necessary to maintain compliance with departmental rules, regulations, and procedures on a continual basis.
45.	<b>Conduct weekly staff meetings in order to promote an exchange of information, share policy and regulation updates, utilizing communication skills, supervisory techniques, personal experience, etc., as necessary.</b>
46.	<b>Review all formal/informal training received by staff and wards in order to comply with in-service training (IST) requirements utilizing standard departmental forms, supervisory records, as necessary.</b>
47.	Manage monthly work schedules for various shifts and relief; in order to assign staff duties and ensure coverage, utilizing personal computer, vacation schedules, and current institutional needs, as required.
48.	Manage staff to accommodate vacancies that occur due to sick leave, vacations, mandated training, etc. utilizing staff seniority list for overtime, telephone contacts, etc., as necessary.

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<b>49.</b>	<b>Manage meal production in multiple kitchens to meet institutional feeding requirements, utilizing personal experience, knowledge, organizational skills, departmental policies and procedures, on a daily basis.</b>
<b>50.</b>	<b>Monitor and document special diet requirements (medical and religious) in order to protect the health of wards and ensure compliance with legal mandates utilizing doctor/dietitian and/or chaplain orders as needed.</b>
<b>51.</b>	Manage food portion control; proper food presentation and health and safety guidelines (HACCP) are followed, utilizing assigned staff on a daily basis.
<b>52.</b>	<b>Calculate amount of food to purchase based on ward/staff population in order to feed the population, utilizing USDA approved software to calculate the amount of food to purchase as necessary.</b>
<b>53.</b>	<b>Write justifications for replacement of food service equipment in order to maintain operational integrity, utilizing the guidelines, timeframes, and rules, regulations set forth by business services and the Department of General Services, Procurement Division as needed.</b>
<b>54.</b>	Develop new employee orientation in order to educate staff in the safety and security policies and procedures of the food service department utilizing departmental rules, policies and procedures (e.g., YAM, post orders, etc.) as necessary.
<b>55.</b>	<b>Conduct the post and bid process for shift assignments in order to comply with MOUs by identifying available positions and approving assignments based on seniority annually.</b>
<b>56.</b>	Audit food temperature logs in order to ensure that food is stored and served at the required temperatures utilizing thermometers, temperature probes and record logs daily.
<b>57.</b>	Review staff vacation schedules in order to provide staff with necessary time off and shift coverage utilizing institutional seniority lists, MOU's, and individual vacation requests semi-annually.
<b>58.</b>	Develop a budget for food and non-food items in order to ensure that the food service department is allocated properly utilizing population projections, equipment needs, facility capabilities, and available funds, etc. annually.
<b>59.</b>	Track overtime hours within the food service department in order to justify additional expenditures utilizing time sheets, vacation schedules and long term absences on a continual basis.

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<b>60.</b>	<b>Attend training classes as mandated by the department for managers and supervisors (e.g., sexual harassment, use of force, equal employment opportunity, blood borne pathogens, etc.) in order to meet the conditions of employment utilizing the In-Service Training schedule as required.</b>
<b>61.</b>	<b>Attend and participate in meetings in order to share and compare information regarding food service issues utilizing communication skills, written statistics, reports, etc. as required.</b>
<b>62.</b>	<b>Participate in conferences and special assignments in order to represent the department and maintain industry standards utilizing personal experiences and networking skills as required.</b>
<b>63.</b>	<b>Supervise office staff responsible for clerical and technical support of the food service department in order to maintain and finalize all necessary records and reports utilizing basic supervisory skills and abilities daily.</b>